

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT
JOB ANNOUNCEMENT**



Announcement # 2013-168 Issue Date: 11-06-13 Closing Date: 11-27-13

**Nutrition Administrative Assistant
Tribal Nutritionist Program
Department of Health and Human Services
Hourly Wage: \$14.56/Full-Time/Regular
Location: Indian Health Services**

Provides administrative and office support services for the Tribal Nutrition Program. Assists with and/or coordinates certain program activities including health promotion programs, nutrition classes, cooking classes, and demonstrations, and other nutrition education activities.

Knowledge, Skills and Abilities:

- Knowledge of operation of standard office equipment.
- Knowledge of clerical and administrative procedures and systems, such as filing and record keeping.
- Knowledge of principles and practices of basic office management.
- Knowledge and experience in food preparation preferred.
- Knowledge and proficiency in computer use, specifically Microsoft Office products including, Word, Excel, Power Point, and Access.

General Recruiting Indicators:

- High School Diploma, 1 year college or technical school course in business, computers or office management. Or,
- 2 years experience in business, computers or office management may be substituted for some or all of the post-secondary education requirement.
- Required to pass a pre-employment drug and alcohol test.

Special Requirements:

- Must possess a valid WA State Driver's License.
- Must possess a current I.H.S. or Yakima County Food Handler's Card or obtain one within 60 days of hire.